



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Platinum-Level of Governance

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 6, 2020  
REGULAR MEETING 7:00 P.M.**

Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### **NOTICE Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (877) 778-1806  
CONFERENCE CODE **891949**

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

#### **REGULAR MEETING 7:00 P.M.**

##### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Pease.
2. Pledge of Allegiance – Led by Director Leete.
3. Roll Call - All Present.

##### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

##### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of Regular Meeting for April 15, 2020.
2. Approve DRAFT minutes of Special Meeting for April 16, 2020.
3. Approve Register of District Invoices.

Motion by Vice President Gutow to approve the Draft Minutes and Register of District Invoices noted in Agenda C.

Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report.  
Deputy Chief of Staff for Diane Burgis, Lea Castleberry provided instructions for responding to the Census online. Announcement was given that the County Census Coordinator is seeking volunteers to help with the count of Census responses. For volunteer information, please reach out to Lea Castleberry directly. Update was given regarding modification of the Shelter in Place order. Additional sites for COVID-19 testing will be opening. A reminder was recapped that on April 22, 2020 Governor Newsom issued an order that protective masks are required to be worn when out in public or at essential businesses when social distancing is difficult. Update on moratoriums were discussed. CCHHealth.org has resources for residences who have questions about COVID-19.
2. Sheriff's Office Report.  
Lieutenant Mark Johnson reports that crime is up overall. Lieutenant Johnson reminded us that they are highly visible and being proactive to deter crimes and encouraged the public to continue to call and report criminal activity and suspicious behavior.
3. CHP Report.  
Officer Donnie Thomas reported on local arrests. Officer Thomas indicated that written and verbal warnings were issued for social gatherings and large crowds.
4. East Contra Costa Fire Protection District Report.  
East Contra Costa Fire Department Battalion Chief, Ross Macumber reported on response time to calls, local fires and roadway accidents. He expressed hesitation by the public to call 911 due to worries of being in close contact with COVID-19 illness if a hospital visit was required. Battalion Chief Macumber expressed awareness of public concern regarding mailer sent to local communities regarding destruction of weeds and abatement of flammable vegetation and rubbish. Update was given on new fire engines anticipated to be in service by July 1, 2020.  
Director Mayer discussed the tone of the letter and said the letter relayed a fine was going to be issued. Battalion Chief Macumber will consider rewording the letter in the future.

#### **E. LIAISON REPORTS**

#### **F. PRESENTATIONS**

#### **G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Approve Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2019.  
Executive Assistant, Maddie Kibriya presented Draft of Annual Water Quality Report/ Consumer Confidence Report (CCR) 2019. Contents of the Report and its structure were explained. Executive Assistant Kibriya explained background of the report's purpose and gave details of information contained in the annual report. If approved by the Board, this report will be mailed out to the public by July 1, 2020.  
Motion by Director Leete to approve the Draft Annual Water Quality Report/Consumer Confidence Report 2019.  
Second by Director Graves.  
Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0
2. Discussion and Possible Action to Adopt Resolution 2020-10 Adopting the Initial Study and Mitigated Negative Declaration and Approving the Old River Diffuser Outfall Repair Project.  
District Engineer Gregory Harris advised the Board that advertisement was done to adopt the Initial Study and Mitigated Negative Declaration and one comment was received by Fish and Wildlife. Meeting was held with Fish and Wildlife and an adjustment to the report was requested. Advisian provided update on modified ISMND and Fish and Wildlife is on board with the project. Request was made to adopt the ISMND and issue a Notice of Determination to proceed with regulatory permitting.  
Director Leete asked for the projected timeline for repairing the diffusers.  
District Engineer Harris indicated the timeline significantly depends on turnaround time of Fish and Wildlife, however estimated project will be completed in about a year.  
Motion by Director Graves to adopt Resolution 2020-10 Adopting the Initial Study and Mitigated Negative Declaration and Approving the Old River Diffuser Outfall Repair Project.  
Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

3. Discussion and Possible Action to Approve Resolution No. 2020-09, Approving the Installation of a Groundwater Test Well on Parcel C of the Pantages Subdivision Number 9010, Adopting a CEQA Exemption and Directing Filing of the Notice of Exemption.

Project Manager Mike Yeraka discussed the possibility to build a Test Well and some Monitoring Wells on Parcel C on the Pantages Subdivision. To use this site, it will need to be determined to be a viable site.

Original budget of \$4.9 million has been adjusted to \$4.4 million for this project.

Director Gutow asked if other parcels had been closely considered for this project.

Project Manager Yeraka explained other sites were considered but are not favorable.

Motion by Director Graves to adopt resolution 2020-09 approving installation of a groundwater test well and adopting a CEQA Notice of Exemption; and authorize staff to file the Notice of Exemption with Contra Costa County Clerk's Office; and authorize the General Manager to obtain a Temporary Easement Agreement with Pantages and then proceed with the project.

Second by Director Mayer.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

4. Discussion and Possible Action Authorizing Luhdorff & Scalmanini to Construct a Test Well, Perform Soil and Water Testing and Obtain Regulatory Siting Concurrence on Parcel C of the Pantages Subdivision in the Amount of \$172,775 for Future Well 8 Project.

Project Manager Mike Yeraka requested approval to have Luhdorff & Scalmanini perform a Hydrogeologic Investigation. Project Manager Yeraka also recommended authorizing Town General Manager to execute consulting agreement with LSCE.

Director Mayer expressed interest in having Pantages keep location maintained and in good condition.

Motion made by Director Mayer to approve the Scope and Budget contained in the Luhdorff & Scalmanini (LSCE) Proposal letter dated April 23, 2020 to perform Hydrogeologic Investigation for Future Well 8; and authorize the General Manager to execute the Town's standard form of Consulting Agreement with LSCE to perform the Hydrogeologic Investigation in the amount not to exceed \$172,775. LSCE to proceed upon the General Manager obtaining a Temporary Easement Agreement with Pantages.

Second by Director Leete.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

## **H. MANAGER'S REPORT**

1. Parks and Landscape Manager, -Bill Engelman- Update on Parks and Landscape.

Parks and Landscape Manager, Bill Engelman gave update on deferred maintenance and streetscapes. He discussed a unifying theme. Requested taking a less visible area and starting a model to transfer to the rest of the Town.

Director Gutow expressed gratitude for the high visibility and hard work the landscapers have been doing.

2. Recreation Manager, Monica Gallo- Update on Recreation.

Recreation Programs Supervisor, Monica Gallo gave update on canceled classes and events at the Community Center. Summer Activity Guide has been mailed out the community. Updates were given regarding parks and public access while continuing to social distance and following regulations for safety.

## **I. DIRECTORS' REPORTS 1. Standing Committee Reports.**

- a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow) May 6, 2020.

Vice President Gutow discussed update on the Towns website usage and navigation.

- b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) May 6, 2020.

Director Graves relayed the information given in Agenda Item H2 was the complete Parks and Recreation Committee Meeting update.

- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) May 6, 2020.

Director Mayer stated Agenda Items G1, G2, G3 and G4 were all discussed at the Water and Wastewater Committee Meeting earlier today.

2. Other Reportable Items.

Director Mayer mentioned there was a discussion on 2020-2021 budget from Finance Meeting on April 27, 2020.

**J. GENERAL MANAGER'S REPORT**

**K. CORRESPONDENCE RECEIVED (Information Only)**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourn at 7:55 p.m. to the next regular meeting of May 20, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection on the District's website located at [www.todb.ca.gov](http://www.todb.ca.gov).

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